



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

22 June 2006

AMSAC-EO (690-600(a))

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: US Army Security Assistance Command (USASAC) Policy on Reasonable Accommodation (RA) for Individuals with Disabilities

1. PURPOSE: This guidance describes policies and procedures and establishes responsibilities for the USASAC and all tenant organizations in the area of RA for individuals with disabilities. Coverage under this guidance extends to civilian employees and applicants for employment. The guidance objectives are to:

- a. Establish a procedure that will support the prompt, fair, and efficient processing of requests for RA.
- b. Increase awareness of the responsibility to provide for the expansion of opportunities for individuals with disabilities.
- c. Ensure that civilian and military managers and supervisors comply with the provisions of the Rehabilitation Act of 1973, as amended.

2. REFERENCES:

- a. Executive Order (EO) 13164, "Establishing Procedures to Facilitate the Provision of Reasonable Accommodation," 26 Jul 00, requires Federal agencies to establish written procedures for processing requests for RA. The EO also clarifies the requirement of the Rehabilitation Act of 1973 to provide RA to qualified employees and applicants with disabilities.
- b. AR 600-7, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army, 15 Dec 83. This regulation details the requirement for an organization's facilities to conform to the laws on accessibility to Federal buildings, programs and activities.
- c. The Americans with Disabilities Act (ADA) of 1990 initially did not apply to Federal employees because the Rehabilitation Act of 1973 already included the same information. The ADA coverage now extends equally to Federal employees.


3. USASAC fully complies with the reasonable accommodation requirements. Reasonable accommodations will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship.

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4. A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a disability. The reasonable accommodation process begins as soon as the request for accommodation is made. The enclosure establishes procedures for processing requests for accommodation.
5. The servicing Equal Employment Opportunity (EEO) Office is responsible for maintaining records of all requests for reasonable accommodation. To enable maintaining accurate records, all organizations are required to forward reasonable accommodation information to the USASAC EEO office.

Encl


CLINTON T. ANDERSON
Brigadier General, USA
Commanding